

## Audiovisual Borrowing Contract

(Including Videocassettes and DVDs)

### REQUIREMENTS

1. Be at least 18 years old.
2. Present a public library card from the City of Calexico or other Imperial Valley library.
3. Present a current California Driver's License or comparable photo identification and proof of current address.
4. Have current address on library card and identification.
5. Pay insurance fee of \$1.00 for every item.

### PROCEDURES

1. Educational and informational items may be reserved up to two weeks in advance. All other AV materials are available on a walk in basis only and may not be reserved in advance.
2. A maximum of five titles may be borrowed for a loan period of two days. Videos and/or DVDs must be returned to the circulation desk no later than 15 minutes before closing.
3. AV materials cannot be renewed.
4. OVERDUE AV MATERIALS FINES are assessed at \$3.00 PER DAY OR PART THEREOF, PER TITLE. AV materials must be returned to a staff member at the Camarena Memorial Library, and may not be returned in book drop, or another library. A fine of \$1.00 PER TITLE will be charged for items RETURNED IMPROPERLY.

### PLEASE REMEMBER!

1. The copyright proprietor has licensed the pictures contained in these videocassettes and/or DVDs for private home use only and prohibits any other use, copyright, reproduction of performance in public, in whole or in part.
2. All the Camarena Memorial Library owned AV materials are in VHS and DVD formats.
3. A Camarena Memorial Library or a valley library card must be presented each time an AV item is checked out.
4. The person in whose name AV materials are checked out assumes complete financial responsibility for the items. In case of loss or theft, the patron will be charged the full replacement price of the item, plus a \$5.00 processing fee per title.
5. DO NOT TAKE VIDEOCASSETTES near Magnetic Systems since they damage videocassettes.
6. Rewind videocassettes after playing. A fee of \$1.00 PER VIDEOCASSETTE will be charged if not REWOUND.
7. Do NOT attempt to repair any videocassette damage. Be sure to report any damaged tapes.
8. A fee of \$1.00 will be charged for any DAMAGE to the VIDEOCASSETTE or DVD BOX.
9. The check out slip must be returned with each item. A fee of .50 cents will be charged if NOT RETURNED.
10. Repeated infraction of the above procedures will result in the loss of AV materials borrowing privileges.
11. Camarena Memorial Library is not responsible for any damage to borrower's equipment.

I wish to borrow DVDs and/or VIDEOS from Camarena Memorial Library. **I agree** to comply with the rules and to assume responsibility for loss or damage to materials that are charged to me on my library card.

Name \_\_\_\_\_  
(Please print)

Date \_\_\_\_\_

Address \_\_\_\_\_

Driver's Licence No. \_\_\_\_\_

Signature \_\_\_\_\_

FOR OFFICE USE ONLY:

Barcode \_\_\_\_\_

Library Card \_\_\_\_\_

Staff Initials \_\_\_\_\_

Date \_\_\_\_\_